

CDBG-PS & ESG POST AWARD WORKSHOP

Lake County ~ City of North Chicago ~ City of Waukegan

Agenda

- Introductions



- Documentation Requirements



- Vouchering Process



- Quarterly Reports



- Monitoring



- Contracts



Documentation Requirements



□ Income Documentation

- ▣ All clients served by the program must have income documentation
- ▣ W-2's, paystubs, benefit statements
- ▣ Self-attestation
- ▣ Income Limits

Documentation Requirements



Income Limits

	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Extremely Low Income 0-30%	\$15,800	\$18,050	\$20,300	\$22,550	\$24,400	\$26,200	\$28,000	\$29,800
Very Low Income 31-50%	\$26,300	\$30,050	\$33,800	\$37,550	\$40,600	\$43,600	\$46,600	\$49,600
Low Income 51-80%	\$42,100	\$48,100	\$54,100	\$60,100	\$64,950	\$69,750	\$74,550	\$79,350

Documentation Requirements



□ Presumed Benefit Documentation

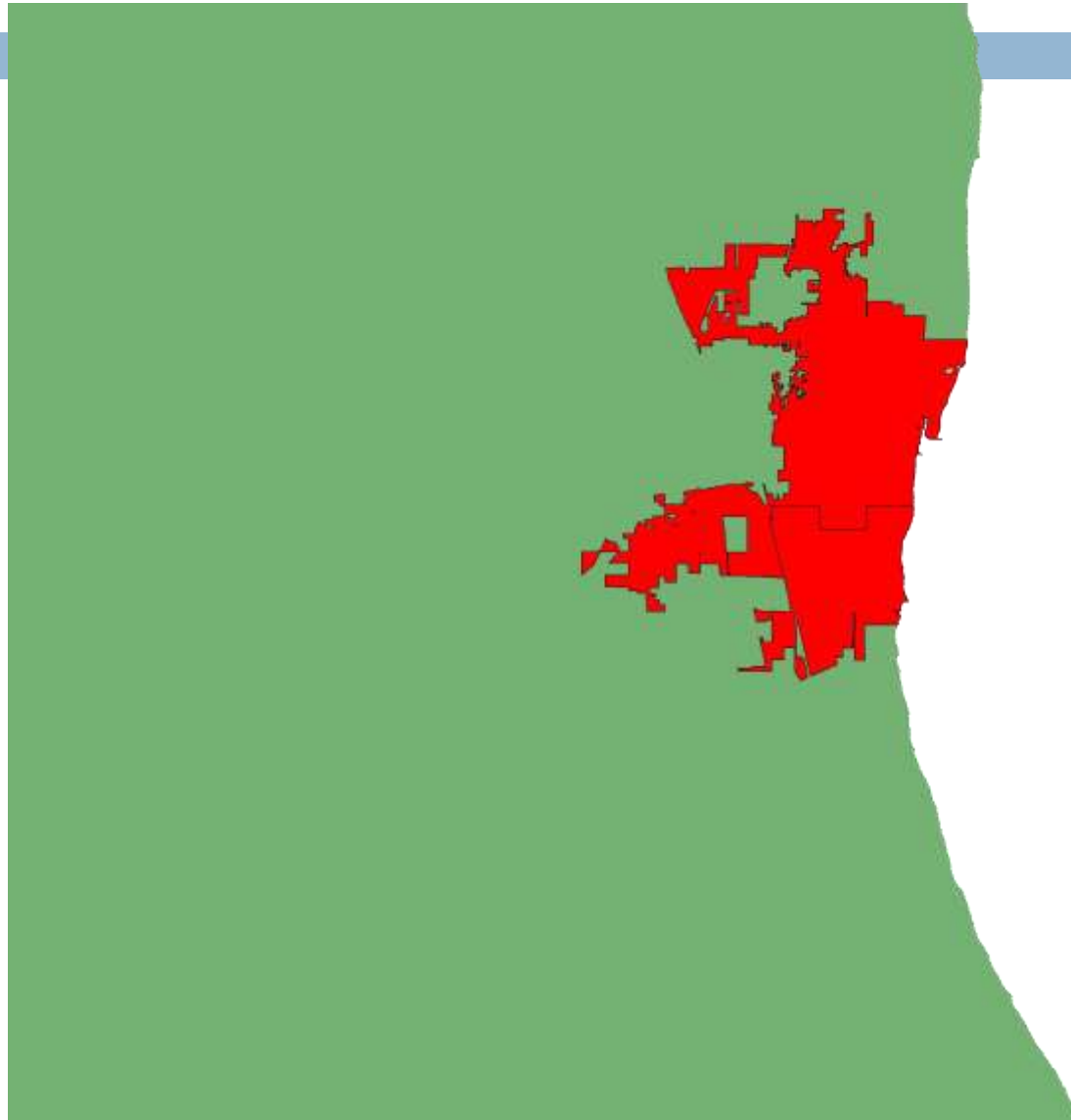
- If you serve exclusively a certain population (as stated on your application), clients may not require income documentation
- Instead, they require documentation to prove they are part of the select population
- That includes:
 - Abused Children
 - Homeless Persons
 - Battered Spouses
 - Persons with HIV/AIDS
 - Elderly Persons
 - Illiterate Adults
 - Severely Disabled Adults
 - Migrant Farm Workers

Documentation Requirements



- Residency Documentation
 - ▣ All clients served by the program must have documentation of their residency
 - ▣ Waukegan funds can only assist Waukegan residents; North Chicago funds can only assist North Chicago residents; Lake County funds can only assist the rest (excluding those two)
 - ▣ Driver's License/State ID
 - ▣ Self-attestation

CDBG Beneficiary Eligibility

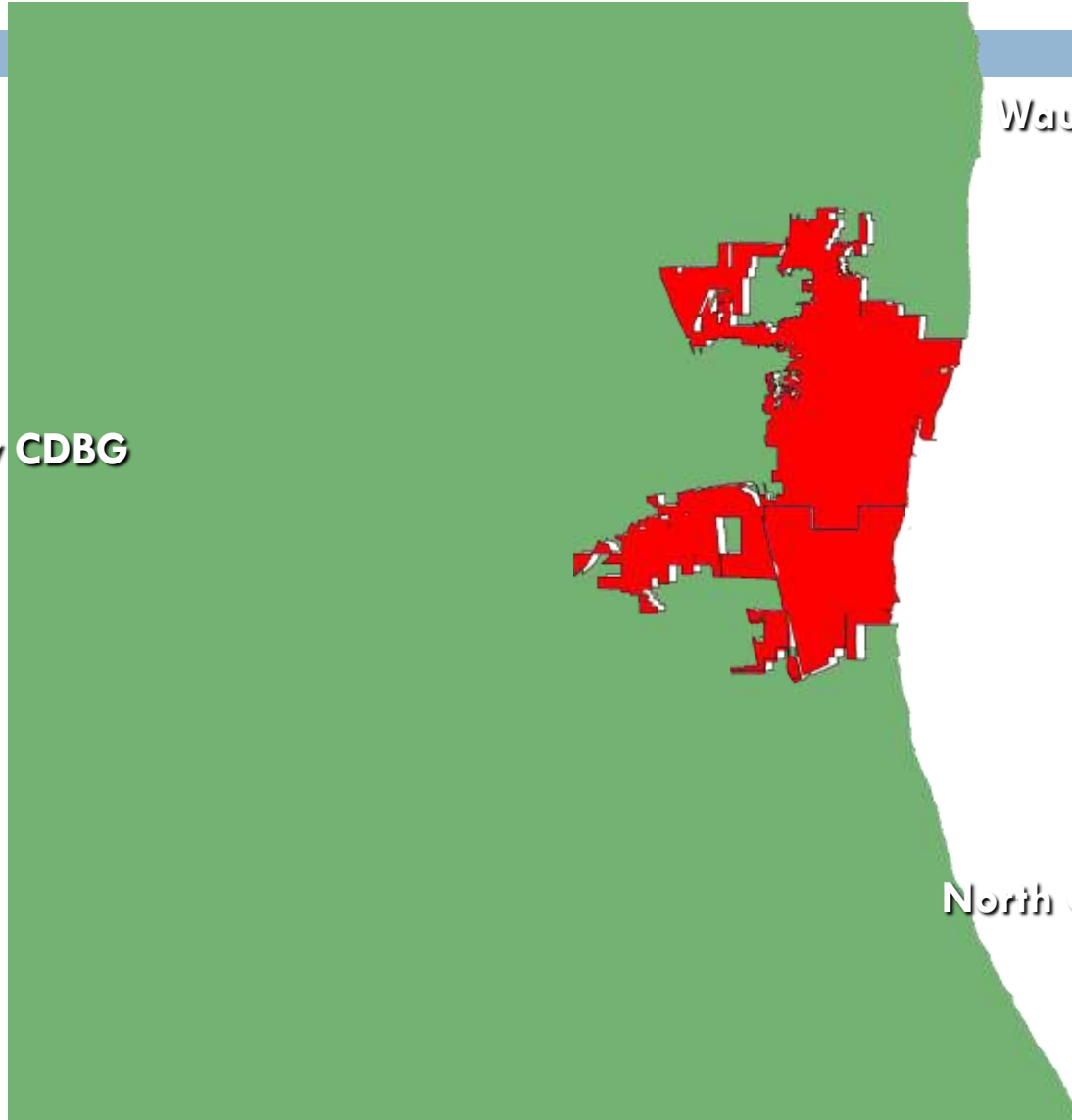


CDBG Beneficiary Eligibility

Lake County CDBG

City of
Waukegan CDBG

City of
North Chicago CDBG



Documentation Requirements



- Other Demographics
 - ▣ Race; Gender; Age
 - ▣ Driver's License/State ID
 - ▣ Self-attestation – Intake form
 - ▣ HUD Race Categories

Documentation Requirements



- Unduplicated records
 - ▣ HUD only wants information about “unduplicated” clients
 - ▣ Example:
 - Your program provides a service 400 times during the year. However, you only have 100 unique clients. So, over the course of the year, you have served 100 unduplicated people.

Vouchers



□ Timesheets

- ▣ Must show that staff worked on program for particular number of hours each day
 - No percentages or weekly amounts
- ▣ If charging to more than one program (especially ours), it must be broken down so there is no “double-dipping”

Vouchers



□ Timesheet Example:

Employee Name: Derrek Lee

	Mon	Tue	Wed	Thu	Fri
CDBG LC	3.50	1.50	0.00	6.00	0.75
CDBG W	1.00	2.00	0.00	0.50	2.50
CDBG NC	0.50	1.00	0.50	0.00	3.75
IDHS	0.50	0.25	3.00	1.00	0.00
PRIVATE	2.00	2.75	4.00	0.00	0.50
TOTAL	7.50	7.50	7.50	7.50	7.50

Employee Signature

Supervisor Signature

Vouchers



- Documentation Required
 - ▣ General Ledger ~ Profit/Loss Statement
 - ▣ Copies of bills and checks
 - If not, keep them on file. You will be monitored, and expenses will be reconciled against them
 - ▣ If only charging a percentage of something, show us the total cost, and then how much you are charging to the program

Vouchers



□ Voucher Documentation Examples:

Type	Total Cost	% to CDBG	Request
ComEd	\$128.45	100%	\$128.45
North Shore Gas	\$157.11	100%	\$157.11
Orkin	\$188.55	100%	\$188.55
Comcast	\$107.62	50%	\$53.81
TOTAL	\$581.73		\$527.92

Type	Total Cost	% to CDBG	Subtotal	Minus Match	Request
ComEd	\$128.45	100%	\$128.45	(\$25.69)	\$102.76
North Shore Gas	\$157.11	100%	\$157.11	(\$31.42)	\$125.69
Orkin	\$188.55	100%	\$188.55	(\$37.71)	\$150.84
Comcast	\$107.62	50%	\$53.81	(\$10.76)	\$43.05
TOTAL	\$581.73		\$527.92	(\$105.58)	\$422.34

Vouchers



□ Match Leverage

- ▣ More than just CDBG/ESG running your programs – must have outside funding
- ▣ Cannot use other jurisdictions' CDBG/ESG funds as match for another
- ▣ Requirements vary:
 - Lake County & North Chicago CDBG = 20%
 - Waukegan CDBG = 25%
 - ESG = 50% (dollar for dollar)

Vouchers



CDBG

- 20% or 25% match
- If total program cost is \$125,000, CDBG funds can only cover 80% or 75% of that (\$100,000 or \$93,750)
- Easier to calculate the amount you owe in match as 25% or 33.3% of total grant amount

ESG

- 50% match
- If total program cost is \$125,000, ESG funds can only cover 50% of that (\$62,500)
- Easier to calculate the amount you owe in match as 100% of grant amount (dollar for dollar)

Vouchers



□ To calculate...

▣ Lake County or North Chicago CDBG

■ $\$30,000 \text{ grant} * 25\% = \$7,500 \text{ match req'd}$

▣ Waukegan CDBG

■ $\$30,000 \text{ grant} * 33.3\% = \$10,000 \text{ match req'd}$

▣ ESG

■ $\$30,000 \text{ grant} * 100\% = \$30,000 \text{ match req'd}$



Vouchers



- Miscellaneous Info...
 - ▣ Must have original signature (no copies, fax or emails)
 - ▣ Should be submitted at least quarterly
 - ▣ Paid on reimbursement basis only
 - ▣ Include all supporting documentation (including timesheets) with voucher
 - ▣ Document your match as well

Vouchers



□ Example...

Quarterly Reports



- The Program Year goes from May 1 to April 30
- You are required to turn in Quarterly Reports as follows
 - ▣ Quarter 1 ~ May 1 – July 31
 - Due August 15
 - ▣ Quarter 2 ~ August 1 – October 31
 - Due November 15
 - ▣ Quarter 3 ~ November 1 – January 31
 - Due February 15
 - ▣ Quarter 4 ~ February 1 – April 30
 - Due May 15



Quarterly Reports



□ Outcome Goals & Progress

- Outcomes from your application have been included in your subrecipient agreement
- You are required to list these outcome goals as well as your progress in doing so
 - This should be done in a quantitative manner (remember the outcomes workshop?)
 - If your goal is 90% of clients will remain substance free for 30 days after completing the program, where are you in relation to that?
 - 80% of clients were substance free?
 - No clients have been discharged yet?
 - Use the same wording – just put current data

Quarterly Reports



- Unduplicated records
 - ▣ Remember – HUD only wants information about “unduplicated” clients
 - ▣ Example:
 - Your program provides a service 400 times during the year. However, you only have 100 unique clients. So, over the course of the year, you have served 100 unduplicated people.

Quarterly Reports



- Cumulative vs. Quarterly
 - ▣ Everything is cumulative with the exception of Question 2
 - If you have 13 in the first quarter, you should have at least 13 in every subsequent quarter – you can't lose people
 - ▣ Question 2 just wants to know how many were served in that quarter
 - Take your last cumulative total and your new cumulative total – the difference is Question 2

Quarterly Reports



- ESG Report – a bit different...
 - ▣ Residential vs. Non-Residential Services
 - ▣ Type of households receiving residential services
 - ▣ Subpopulations
 - ▣ Types of shelter

Monitoring



- Monitoring consists of two components
 - ▣ Ensuring resources are used properly and appropriately
 - ▣ Assisting agencies to meet federal standards and guidelines

Monitoring



□ Monitoring & Technical Assistance Guides

- CDBG Public Services
- ESG Edition
- Get to know these guides – they tell you some very good information on how to meet federal standards
- Available on web –
<http://www.lakecountyil.gov/planning/CommunityDevelopment/default.htm>



Contracts

- We will now be distributing your contracts – please follow the directions on the cover letter and return them signed as soon as possible
- Questions?
 - ▣ Lake County – Joel Williams 847.377.2139
 - ▣ Waukegan – Laura Hamilton 847.599.2534
 - ▣ North Chicago – Pam Jeffries 847.596.8672

